

**Kansas Children's Service League
Job Description**

Title / Job Code	Healthy Families FSW-Assess. Coord. / HFFAMI	FLSA / EEO	Non-exempt / Prof
Manager's Title	Family Services Supervisor	Job Loc / Code	Dodge City, KS / DODGE
Percent FT	100	Div / CC	21 / 51
Hours per pay pd.	80	WC	8864
Weeks per year	52	Date / RPN	January 2012 / R1208

JOB SUMMARY

Parent Educator/Case Manager providing and arranging for services and support to enhance families and other family functions as well as educating parents in child development and positive parent/child interaction. Interview expectant mothers and parents of newborns for eligibility in Healthy Families; refer families in need of extra supportive services to appropriate program or agencies; periodically assesses projects families. All efforts are documented.

ESSENTIAL JOB FUNCTIONS

Screens/Assessments

40%

- Conducts and completes screenings/assessments (Family Stress Checklist Interview) on families referred by local hospitals, health departments, and other community agencies. Determine families in need of extra support services, and make referral to Healthy Families Home Visitor and /or other community services. Meet with supervisor to review family status.
- Conduct periodic assessments (Family Stress Checklist Interview, Home Observation Measurement of the Environment; Denver II) of enrolled families to determine progress.
- Serve as a family advocate as needed, making appropriate referrals to community resources for families on follow-up status, families enrolled in program, and others referred to the program. Act as a liaison for the local hospital, the county health department, and other agencies.

Case Management

20%

- Develop and manage an Individualized Family Service Plan coordinating with Participant Families and other community resources and agencies.
- Aiding families to meet their plans, advocating and providing support for the families efforts.
- Teaching problem solving and appropriate coping techniques to enhance family function.
- Provides crises intervention support on a 24 hour basis on a rotating basis.
- Monitor and coordinate compliance with medical and immunization needs of the child.

Parent Educator

20%

- Establishing a trusting relationship through a mentor type relationship, developed through weekly home visits.
- Applies specialized knowledge of parent/child interaction and child development to help client families improve their parenting skill.

Other

20%

- Attend in-services and ongoing training.
- Meets with supervisor weekly.
- Attends Team Meetings.
- Maintains complete and current client files and provides reports.
- Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

- Work Environment** Office and client homes.
- Lifting Requirements** Up to 25 pounds.
- Travel Requirements** Must have vehicle in good condition; able to travel to and from client homes and transport client families to appointments. Must have valid drivers license and current insurance.
- Other** Must have a home telephone and be willing to handle emergency or crises situation with the assistance of the supervisor.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

Education

Family Support Specialist: Bachelor’s degree, preferably in human services or education field, as well as some specialized training in child development or in parent education (eg. Parents as Teachers certification).

Family Support Worker: HS Diploma or equivalent as well as some specialized training in child development or parent education.

Experience

Demonstrated maturity and experience in successfully raising/working with infants and young children. Must also have:

- A working knowledge of family systems and parenting.
- A respect and acceptance of diverse health and parenting beliefs.
- An ability to observe and report accurately on the functioning of individuals and families.
- A maturity in exercising judgement.
- An ability to handle stressful situations.

Mandated Reporter

All KCSL employees are mandated reporters of child abuse and neglect. Failure to properly report to SRS and the supervisor can result in disciplinary actions up to and including termination. See Mandated Reporter Policy in the Employee Handbook for details.

The duties and responsibilities of this job are subject to change without prior notice.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of this Kansas Children’s Service League Job Description and have read and understand its contents.

Employee Name (Please Print)

Employee Signature

Date

Supervisor or HR
Signature

Date